

TEXAS DEPARTMENT OF HEALTH AUSTIN, TEXAS INTER-OFFICE MEMORANDUM

TO: Regional Directors

Directors, Local Health Departments Directors, Independent WIC Projects

FROM: Deborah Brookshire, Director {original signed}

WIC Vendor Operations Division

DATE: May 1, 2003

SUBJECT: Grocery Store Evaluations

This is a reminder that the new Texas Administrative Code, Rule 31.32 (Selection of Vendors for WIC Initial Authorization for Participation) regarding grocer evaluations, was amended effective April 1, 2002. A packet of information is included for your use. Attached you will find the following items:

- Current food voucher maximums
- An example of a properly filled out store evaluation
- Guidelines for Vendor evaluations
- An example of a request for store evaluation
- An example of a properly filled out price list

At the present time, the State Agency is in the process of updating the current vendor evaluation form. Until the form is revised and mailed to your office, the current form that is used for store evaluations is dated September 2002. Please forward a copy of this information to your staff at the clinics who are responsible for processing new store evaluations and the reevaluating of food vendors.

Food Voucher Maximums

Milk	1 ½ gallons of milk	6.00	
Evaporated milk	12 oz. Can	.90	
Cheese	2 pounds total	8.00	
Beans	1 pound	1.00	
Eggs	1 dozen	1.50	
Peanut Butter	18 oz. Jar	3.75	
Tuna	6 oz. Can	1.00	
Carrots	2 lb bags or 2- 14/16 oz cans	1.30	
Frozen juice	12 oz. Cans	1.80	
Canned juice	46 oz. Cans	1.80	
Adult cereals	any authorized		
	Voucher max for 36 oz. is 8.00		
Lactaid or Dairy Ease	1 quart		2.00
	4.6	4.7.70	
Enfamil powder	16 oz. Can	15.73	
Enfamil concentrate	13 oz can	4.09	
Enfamil RTU	32 Oz. Can	6.25	
Enfamil Lipil powder	12.9 can	14.72	
Enfamil Lipil concentrate	13 oz can	4.75	
Enfamil Lipil RTU	32 oz can	7.35	
Ι	14 C	14.25	
Lacto Free powder	14 oz. Can	14.25	
Lacto Free concentrate	13 oz. Can	4.12	
Lacto Free RTU	32 oz. Can	6.28	
Prosobee powder	14 oz. Can	15.40	
Prosobee concentrate	13 oz. Can	4.48	
Prosobee RTU	32 oz. Can	6.77	
Gerber infant cereal	8 oz. Box	1.55	
Gerber infant cereal	16 oz. Box	3.10	
Gerber illiant cerear	10 0Z. BOX	5.10	
Nonfat dry powdered	9.6 oz. Box	3.00	
milk	25.6 oz. Box	6.00	
	64.0 oz. Box	15.00	
Similac with Iron powder	14.1 oz. Can	14.65	
Similar with Iron	13 oz. Can	4.10	
Similac with Iron	32 oz. Can	7.42	
T 1 1	14 0	15.00	
Isomil powder	14 oz. Can	15.23	
Isomil concentrate	13 oz. Can	4.45	
Isomil RTU	32 oz. Can	7.98	

Texas Department of Health	≡
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		EVALU	ATION F	ORM		epartment of Health of Nutrition Services
STORE NAME A	BC GRACERU	STOPE		540U ITV 7		D STORE TOH
STREET ADDRESS	123 (11) (47)	To		FACILITY I	ALE CHA!	P 9 10KB IDH
OTTY ALLCHAN	70000	DK .	م سرس . د رسی	EVALUATIO	N NEW	RE
CITY #00170	ZIP_/ A	PHONE (=	19 322	<u> </u>	ACCOUNT NO)
	STEUR SHOPE	PER		WIC	OUTLET NO.	
NUMBER CHECKOL	JTS			and the second	·	
WHOLE	E DEDUCED FAT		URIZED M		•	
WHOLE			FAT FREE/SKII	M Butter Milk	Ļ	actaid Dairy Ease
	2%	1/2 -1%		(½ gai only)		
½ gal					quart	
1 gal				NA	1/2gal	
DRY POWDERED	MILK		EVAPO	RATED MILK	12 oz. Cai	1
9.6 oz.	25.6 oz.	64 oz				Fat Free
CHEESE	Brand 1 lb.					
AMERICAN	Bianu i ib.	Brand 2 lbs.	DRIED	BEANS 1 lb_		
			GRADI	E A/AA EGGS	1 doz	<u> </u>
NAT.CHEDDAR			CARRO	OTS 1 lb		2 lb
COLBY			II	14 to 16 oz.	Can	
LONGHORN				JT BUTTER		
MONT.JACK			18 OZ. E	BRAND		
COLBYJACK				PRICE		
MOZZARELLA			TUNA	6 oz		
ADULT JUICE ORANGE GRAPEFRUIT PINEAPPLE					OZEN CONC	ENTRATE, 12 oz.
ORANGE-PINEAPP	LE		100% GRA	PE: 11.5 or 12 oz.	API	PLE JUICE 46 oz. ONLY
BIG TEX ORANGE I	MANICO			OZEN only	ALBERTSON'S	S KROGER
BIG TEX PINEAPPL	E MANGO			RTSON'S	- BEST YET	
170771017 1997 19			BEST	YET	- BIG 8	
VEGETABLE JUICE 46 oz. OF		oz. FROZEN ONLY		T VALUE		
ALBERTSON'S BEST YET	ALDEITIOONS		. HY-TO	P	BIG TEX	OFNEOA
BIG 8	BEST YET	KROGER	SENE	CA	FIESTA	
FIESTA	FIESTA		WELC	H'S	GREAT VALUE	
HILL COUNTRY	GREAT VALUE	REMARKABLE	- I	Yellow lid only	HILL COUNTF	
HY-TOP	HILL COUNTRY	SENECA	White ALBER	RTSON'S		
KROGERPARADE	НҮ-ТОР		WELC	H'S	_ IGA	
REMARKABLE		-		Yellow lid only		
SHURFINE	CRANBERRY	46 FL OZ. CANS	TRADITIONAL	CRANBERRY	CRA	NBERRY RASPBERRY
V-8	NORTHLAND ONLY	· ·		BLACKBERRY		
	TIONAL BRANDS			FORMULA		DRY INFANT CEREAL
CHEERIOS GENERA	AL MILLS	•	1	FAMIL ENFAM IRON LIPIL W/II		(WITHOUT FRUIT FLAKES)
	z35 oz	POWDER 14.3		IT ICIV	HON BEE	GERBER 8 oz
KIX	36 oz					16 oz
	z22 oz	CONCENTRAT	E 13 oz.			24. 11. 41.01
MULTI-BRAN CHEX RICE CHEX 15.6	16 oz oz21 oz.		OHAKED			
	z21 oz z23.5 oz	KING VITAMAN	QUAKER		CEREAL - STOR	RE BRANDS <i>CRISP</i> OR <i>CRISPY</i> RICE ONLY:
TOTAL WHOLE GRAIN	18 oz.	LIFE		21 oz	ALBERTSON'S	
PARA SU FAMILIA		SQUARES		21 02	ARCHER FAR	
CINNAMON CORN STARS	18 oz		HOT CEREA		BEST YET	15 oz
RAISIN BRAN	18 oz.				BIG 8 FIESTA	13.5 oz
CORN FLAKES	.ogg's	MALT-O-MEAL	MALT-O-MEAL	, .	GREAT VALUE	13 oz E 15 oz
	z36 oz		12 oz. 18 oz	36 oz.	HILL COUNTE	
	N FLAKES 17.3 oz			36 oz		36 oz.
MALT-	O-MEAL	BIG BOWL OATMEA			HY-TOP	13 oz.
	RS 18oz36 oz		NABISCO	-	IGA	15 oz.
CRISP RICE	36 oz	CREAM OF WHEA			KROGER	13.5 oz
GRAPE NUTS	DST	1 MINUTE			PARADE	13 oz
	z32 oz	2 MINUTE		28 oz	RALSTON	15 oz.
GRAPE NUTS FLAKES	14 oz18 oz	10 MINUTE	28 oz		REMARKABLI SHURFINE	13.5 oz 15 oz
HONEY BUNCHES OF OA	-		QUAKER		CHOTHINE	
HONEY ROASTED WITH ALMONDS	16 oz 16 oz	SUN COUNTRY Q		12 oz		•
THE PROPERTY OF THE PARTY OF TH	10 UZ	INSTANT GRITS (C	znainal)	12 oz.	Commission but	

Revised 9/02 WIC-18

		MIION	FORM		Pag
STORE NAME ABC GROCERY	wı	C ACCO	UNT NOWIC OUTLET NO.		
Authorized WIC Foods in Stock	حو				8
	YES	NO	Y1	ES N	0
ADULT CEREAL At least 36 oz. oat At least 36 oz. corn At least 36 oz. wheat At least 36 oz. rice At least 36 oz. multi-grain — Must have 3 out of 5 —		00000	At least six doz. Grade A or AA large, medium or small JUICE At least 18 containers (46 oz. fluid cans and/or 12 oz. frozen cans, including at least two		
At least six lb. Authorized cheese (Some of which must be in one lb. packages)			varieties of juice) EVAPORATED MILK At least eight 12 oz. cans		
MILK (may include buttermilk) At least nine gals. (Some of which must be in one-half gallon containers)			INFANT CEREAL At least two 8 oz. boxes or one 16 oz. box		
DRY BEANS At least three one lb. Pkgs. PEANUT BUTTER At least three 18 oz. jars			INFANT FORMULA At least 31 cans of contract brand milk or soy concentrate and either eight cans of milk base or nine cans of soy base powder		·]
Other Store Information Is store clean? Is there a conflict of interest per Policy FD: 36.0? Are prices prominently posted? Is store Food Stamp authorized?			Is merchandise fresh?(unexpired) Does the store have either a retail food operations permit or food manufacturer's permit from a city, county, district or State health authority?		
If store has fewer than 3 cash register					
A. Type of business (example: convenie	nce sto	re, WIC (Only, Independent, Mom & Pop).		
B. Approximate dimensions of store and back, located in strip center, converted re	l physica esidence	al descrip e, etc.)	otion-(example: 20' x 30' with glass front and	cooler in	1
C. COMMENTS Small ch.	ain	Stor	R-well Stocked		
Do you recommend approval? Yes No Local Agency Phone (123) 456-	Date 5	5),) <u>03</u>			

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Guidelines for Vendor Evaluations for Local Agencies

If the grocery store has a new owner(s), the actual change of ownership must have occurred and the new owner's price list must have been submitted for approval and the new pricing be in place prior to an evaluation being completed. This may eliminate the need for a disapproval letter being issued and an additional store visit/evaluation being completed by the local agency staff.

Texas Administrative Code (TAC Rule 31.32) now requires all current and prospective vendors to have and submit a copy of their current retail food operation or food manufacturer's permit from the city, county or State health authority. The permit must be issued in the name of the current owner and a copy submitted to the State Agency prior to a Vendor Agreement being issued for the store/outlet.

An applicant vendor's evaluation form must be completed in accordance with Texas Administrative Code, Rule 31.32 and shall be reviewed for competitive prices for the local agency (LA) area. Other retailer requirements include stocking sufficient quantities of at least one type of authorized milk, evaporated milk, cheese, cereal, contract infant formula, contract infant cereal, eggs, peanut butter, and dried beans; providing milk in gallon and half gallon containers; providing juice in 46 ounce fluid or 12 ounce frozen containers; not having shelf prices that exceed the maximum prices on the WIC food instruments; and gaining the LA's recommendation for approval.

The stocking requirements per Texas Administrative Code (TAC Rule 31.32) mandate stocking sufficient food items from each authorized WIC food so that a recipient can redeem food instruments for three woman/child food packages in the quantities authorized. At a minimum, the following authorized WIC foods/quantities shall be stocked:

Adult cereal: total of at least 108 ounces, including 36 ounces each of at least three of the following types of cereal: oat, corn, wheat, rice, and multi-grain.

Current multi-grain cereals are: Grape Nut Flakes, Grape Nuts, King Vitamin, Kix, Life, Multibran Chex and Toasted Oat Squares

Eggs: at least six dozen Grade A or AA large, medium, or small

Juice: total of at least 18 containers, including at least two varieties of juice in 46 ounce cans and/or 12 ounce frozen cans.

Cheese: total of at least six pounds.

Milk: total of at least 9 gallons, some of which must be in one-half gallon containers.

Dry beans: at least three one lb. packages. Peanut butter: at least three 18-oz. jars. Evaporated milk: at least eight 12-oz. cans.

Guidelines

Page 2

If the vendor chooses to provide foods for infants, at least the following shall be stocked:

Contract infant formula: 31 cans of milk or soy concentrate AND either eight cans of milk-based or nine cans of soy powder

Infant cereal: at least two 8 oz. boxes or one 16-oz. box

The price of a food item cannot exceed the maximum price for the quantity authorized on the respective food instrument.

Some common examples of items that are omitted on store evaluations or errors found are as follows:

- Recording information on outdated forms
- Store evaluation completed prior to change of ownership
- A recommendation concerning approval is not indicated or a reason for a disapproval is not given
- If there are more than one brand of peanut butter and beans, not listing brand and pricing
- Prospective vendor is told that they are now authorized to accept WIC food vouchers
- Page 2 of the evaluation form is not complete



TEXAS DEPARTMENT OF HEALTH AUSTIN, TEXAS INTER-OFFICE MEMORANDUM

TO: Name, WIC Director

Agency Name

WIC Local Agency #xx

FROM: Deborah W. Brookshire, M.B.A., Director

WIC Vendor Operations Division Bureau of Nutrition Services

DATE: Date

SUBJECT: Request for Evaluation of Vendor for WIC Authorization

We have received a request from a store in your area to become a Special Supplemental Nutrition Program for Women, Infants and Children (WIC) authorized vendor. We would appreciate it if you would evaluate the store listed below at your earliest convenience.

Store Name: xxx
Address: xxx
City, State, Zip: xxx
Phone: xxx
Contact Person: xxx

Please complete only the top section of page one, and all of page two of the attached Evaluation Form (WIC-18). On page one, please fill in the store name, facility type (i.e., chain store, etc.), street address, new or re-evaluation, city, zip code, phone number, name of the owner or manager, and the number of checkout lanes. Please complete all of page two.

We have attached a copy of the Price List that the applicant store has completed for you to use to verify shelf prices when you perform the on-site store evaluation. If you find any discrepancies in the pricing or the stock, please make the necessary changes and initial by the changes.

Thank you for your prompt attention to this matter. If you have any questions, please feel free to contact Mona Russell at 1-800-252-9629.

Attached: WIC-18

Price List

PRICE LIST

Texas Department of Health

					Bureau	of Nutrition Services	【》
STORE NAME AR	C Grocery	STORE				TD	H
WIC ACCOUNT NO					- -		
WIC OUTLET NO							
· · · · · · · · · · · · · · · · · · ·	,	PASTE	JRIZED M	LK		· · · · · · · · · · · · · · · · · · ·	
WHOLE	REDUCED FAT	i	AT FREE/SKIN		'	Lactaid Dairy Ease	е .
	2%	1/2 -1%		(½ gal only)			
½ gal 1,59 9, Dave 1 gal 2,59 "		1.69 9 Dan	4		quart /		
DRY POWDERED N		219	151450	NA	1/2gal ∂		9
· · · · · · · · · · · · · · · · · · ·	5.6 oz64	oz		RATED MILK 9 CARN LO		Tat Free	
CHEESE		Brand 2 lbs.	DRIED	BEANS 1 lb P (c	to .49 , k	idacy.65, tima.	74
ع ڪ 3 AMERICAN	golden barry		GRADE	A/AA EGGS 1	doz <u>Sm. 19</u>	9 medium 1.09, 1	9. 1.
NAT.CHEDDAR 3.54	Kalt		CARRO	TS 1 lb	<u> </u>	2 lb	
	9:0 dary	- -	DEANH	14 to 16 oz. Ca T BUTTER	an 14 03	49, 1603.59	
LONGHORN 2,99	Parade 5,	18 Parade	18 OZ. B	RAND JIF	SKingu	P.Pan Parad.	.
COLBYJACK				PRICE 1,99	2.09	2.19 1,79	
MOZZARELLA			TUNA 6	OZ. STANKET	,69		
ADULT JUICE	Least Exp. Brand,	FLUID, 46 oz.	Least E	xp. Brand, FRO	ZEN CONC	ENTRATE, 12 oz.	
ORANGE Signal R	4 1,67		Dig 7	ex 1.49	1		
	Tar 1.49			" 139	grap	efruit	
ORANGE-PINEAPPLE			100% GRAI	E: 11.5 or 12 oz.	AP	PLE JUICE 46 oz. ONLY	
BIG TEX ORANGE MAN				ZEN only	ALBERTSON		
BIG TEX PINEAPPLE M	IANGO 1.69			TSON'S	BEST YET _		
VEGETABLE JUICE 46 oz. ONLY	APPLE JUICE 12 oz.	FROZEN ONLY	GREAT	VALUE	BIG 8		
ALBERTSON'S BEST YET	ALBERTSON'S IG	Α	HY-TOI	1.59	BIG TEX		
BIG 8	BEST YET KF		SENEC	Α	GREAT VALU		
FIESTA	FIESTA PA	•	WELCH	rs	HILL COUNT		96
HY-TOP	GREAT VALUE RE		White ALBER	Yellow lid only	HY-TOP		
KROGER	HILL COUNTRY SE			rs	IGA		
PARADE REMARKABLE	HY-10P 1P	TEE TOP		Yellow lid only	-		
SHURFINE	CRANBERRY 46	FL OZ. CANS	TRADITIONAL	CRANBERRY	CRA	NBERRY RASPBERRY	
V-8	NORTHLAND ONLY		CRANBERRY I	BLACKBERRY		NBERRY GRAPE	
CEREAL - NATION	IAL BRANDS		INFANT	FORMULA		DDV INCANT OFFI	
GENERAL I	MILLS			AMIL ENFAMIL	PROSO-	DRY INFANT CERE (WITHOUT FRUIT FLAK	
15 oz. 2:7920 oz.	3 69 35 oz. 399	POWDER 14.3/		RON LIPIL W/IRC		GERBER 8 oz 1.49	
	oz. 4.19 29 22 oz.	CONCENTRATI			- 	16 oz 3.0 9	
	oz. 3.19	CONCENTRATI	2 13 02. 3.	19 3.3	9 3.19		
RICE CHEX 15.6 oz. 2	2.99 21 oz. 3,29		QUAKER	2,19	CEREAL - STO	RE BRANDS CRISP OR CRISPY RICE	ONLY:
WHEAT CHEX 16 oz. 2.	,99 23.5 oz.	KING VITAMAN LIFE		21 oz. 2/59	ALBERTSON	'S 13.5 oz	
	oz. 3.19	SQUARES	16 oz. 2. 39	_21 02. <u></u>	ARCHER FAR		
	oz. 3, 9	- H	OT CEREAL		BEST YET BIG 8	15 oz 13.5 oz	
KELLOGO	g'S		MALT-O-MEAL		FIESTA	13 oz.	
CORN FLAKES 18 oz. 2,59 24 oz. 2	79 3602 3,19	MALT-O-MEAL			GREAT VALU		
COMPLETE WHEAT BRAN FLA	AKES 17.3 oz. 2 . 5 9	ORIGINAL 12 CHOCOLATE 12		36 oz 36 oz.	HILL COUNT	RY FARE 13.5 oz 36 oz	
MALT-O-M	EAL, ca	BIG BOWL OATMEAL			HY-TOP	13 oz.	
FROSTED MINI SPOONERS CRISP RICE 36	180z. 47 36 oz. 2.5 9		NABISCO		IGA KROGER	15 oz.	
POST	02.	1 MINUTE	28 oz	299	PARADE	13.5 oz. 13 oz. <u>/, 7 9</u>	
	149 32 0Z 2,79	2 MINUTE	14 oz		RALSTON	15 oz.	
16 oz.	oz. 2, 49 18 oz. 2,69	10 MINUTE	28 oz		REMARKABL SHURFINE		
HONEY BUNCHES OF OATS		OIN OO BEEN	QUAKER	12 oz. 189	SHORFINE	13.5 oz 15 oz	
	oz. 2.59	SUN COUNTRY QUI		12 oz	Campleted to	Sue Shop DER	i
WITH ALMONDS 16	oz. 2, 19				completed by:	= July pas	